



State of California
Department of Corrections and Rehabilitation
Human Resources
Office of Personnel Services

Duty Statement

Rev. 10/27/21

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| Incumbent: | Location: S Street, Sacramento |
| Section/Unit: Strategic Planning and Special Projects | Classification: Staff Services Manager I |
| Position Number (s): 065-573-4800-XXX | Supervised By: Staff Services Manager II |

Under the direction of the Section Chief, Strategic Planning and Special Projects, the Staff Services Manager (SSM) I is the first line supervisor for a group of analysts responsible for the more complex Classification and Pay (C&P) assignments and projects for the Department. The incumbent is responsible to ensure staff performance measures are met; to contribute toward achieving the Department's goals of workforce excellence and organizational effectiveness; and to model and instill the Department's core values of integrity, accountability, collaboration, and employee well-being. The incumbent provides effective supervision, training, and technical direction to analytical staff in the administration of the State's C&P plan and personnel management functions; plans and distributes workload and sets priorities. The incumbent provides technical advice and consultation to institution, facility, office, and program liaisons, supervisors, and managers in the interpretation and application of classification and personnel management policies and procedures; personally handles the most sensitive and complex problems; represents the Department at meetings; and acts in the absence of the SSM II as necessary.

ESSENTIAL FUNCTIONS

- 35% Supervises and trains analysts in completing high-level special projects and assignments in conjunction with the administration of the State's C&P Plan. This includes classification allocation analysis, organizational structure analysis, directing staff in project work (i.e. unlawful appointments, allocation reviews, special pay projects, etc.). Directs the investigation and preparation of responses or recommendations to grievances and merit issue complaints. Directs staff in conducting audits, including preparation of written report of findings and recommendations for corrective actions. Reviews staff workload and ensures assignments are completed and performance goals are achieved.
- 30% Provides advice and consultation to Institution and Department supervisors, managers, and executive staff regarding C&P matters. Responsible for the resolution of complex and sensitive personnel related issues. Initiates and/or recommends classification projects (i.e. class specification revisions, establishing new classifications, and abolishing classifications). Identifies or recommends procedural changes and/or other special project needs (i.e. Alternate Range Criterion revisions, Bargaining Unit change implementation, recruitment and retention issues, etc.).

- 25% Personally completes the most difficult and sensitive C&P and personnel management related staff projects. May act as a project leader, coordinate and monitor the work of other staff, personally complete project work, and ensure the completion of projects. Interprets for staff at all organizational levels the full range of personnel related laws, rules, policies, and procedures. Serves as a Subject Matter Expert on various personnel related workgroups and projects. Represents the Department at various control agency hearings and/or meetings.
- 10% Recruits and selects staff; approves and denies leave requests; evaluates staff performance; and recommends and takes disciplinary action as necessary. Models and instills in subordinates the Department's core values of integrity, accountability, collaboration, and employee well-being. Participates as a member of a management team. Attends and conducts staff meetings. Acts in the absence of the SSM II as necessary.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____